

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: SOP 98-003r, Information for 1080 Billings to Immigration and Naturalization Service

1. This is a revision to SOP 98-003 dated 13 July 1998 (see paragraph 3., below).
2. BACKGROUND: Bills issued to the Immigration and Naturalization Service (INS) via DA Form 4445-R (SF 1080) lack adequate information to enable personnel at INS to readily discern which project is involved. These bills are generated by the Corps of Engineers Financial Management System (CEFMS). Screen 2.13 in CEFMS contains elements titled "Customer Ref. No." and "Oth Cust Ref. No." Any information placed in these data fields is printed just below the Customer Order Number on the DA Form 4445-R.
3. STANDARD PROCEDURE: When inputting new projects into CEFMS, Program Analysts shall put the name of the INS Program Manager and office symbol in the data field "Customer Ref. No." (Example: John Smith – HQENG), and a three-digit acronym and brief project description at "Oth Cust Ref. No." (example: LAR/Laredo North BPS), Screen 2.13. A list of three-digit acronyms is attached, along with instructions for adding the above information.
4. This Revised Standard Operating Procedure is effective immediately.

Attachments
as

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Director, INS Service Center

DISTRIBUTION:

HQ-INS

CESWG-PM-J (George Alcala)

CESWF-PM-C (Stephen Brooks)

CESPA-PP-M (Pete Doles/Ben Alanis)

CELRB-PP (Ron Guido)

CESAJ-DP-S (Mike Schultz)

CESPK-ED-M (Shig Fujitani/Tom Nissen)

CESPL-PM-M (Ayed Ireifej/Kelly Ryan)

INSTRUCTIONS FOR ADDING INVOICE INFO AT “CUSTOMER REF NO” AND “OTH CUST REF NO”

Beginning at the opening screen (1.2)

3 Financial Management Functions

5 Financial Management

3 Funding

4 Customer Order

3 Create a Customer Order or Amendment

You will be on Screen 2.13

F4

F2

Type in the Customer Order Number (like COW-8-66082, etc.)

F3

Hit Enter until you get to the line “CUSTOMER REF NO:”

Type in the name and office symbol of the INS PM responsible for the project.

Example: John Smith - HQENG

Hit Enter to get to the next line “OTH CUST REF NO:”

Type in the three-digit acronym for the site location and a brief description of the project

Example: LAR/Laredo North BPS

Hit Enter to get to the next line “APPROVING OFFICER”, and type in your name.

Hit Enter to get to the next line “TITLE”, and type in your title.

Hit Enter and then F4 to pull in “APPROVAL DATE” and “CERTIFIED DATE”

CTRL F1

CTRL F3

Hit Enter until you reach the end (CEFMS will populate the data)

Hit END to commit.

F10

5 Technically Approve Customer Orders

F4

F3

Choose the appropriate item.

CTRL F1

CTRL F3

CTRL F4

Hit Enter to REVISED

F4

Hit Enter until you reach the end (CEFMS will populate the data)

Hit END to commit.

Hit Page Down

Tech Approval “Y” and Enter

Hit END to commit.

F10

F10

6 Financially Approve Customer Orders

F4

F3

Enter to select

Page Up

“Y” Enter End

F10

F10

7 Acceptance of Customer Orders

F4

F3

Page Up

“Y” Enter End

INS THREE-DIGIT LOCATION ACRONYMS

Abilene, TX	ABT	Van Horn, TX	VHT
Ajo, AZ	AJO	Ysleta, NM	YSL
Albuquerque, NM	ABQ	Yuma, AZ (BPSH)	YUM
Albuquerque, NM (BPS)	ANM		
Alpine, TX	APT		
Amistad Dam, TX	ADT		
Boundary, WA	BWA		
Brackettville, TX	BRA		
Brownsville, TX	BRO		
Calexico, CA	CAL		
Calexico, CA (BPS)	CAX		
Candelaria, TX	CND		
Carrizo Springs, TX	CAR		
Columbus, NM	COL		
Comstock, TX	COM		
Corpus Christi, TX	COR		
Dallas, TX	DAL		
Del Rio Border Patrol	DRT		
Del Rio, TX (POE)	DLR		
Del Rio, TX (BPS)	DRS		
Del Rio, TX Air Ops	AIROP		
Deming, NM	DEM		
Douglas, AZ (BPS)	DGL		
Eagle Pass, TX	EGP		
El Cajon, CA (BPS)	ECJ		
El Centro, CA (SPC)	ECO		
El Paso, TX	ELP		
Falfurrias, TX	FLF		
Galveston, TX	GAL		
Harlingen, TX	HRL		
Hebbronville, TX	HEB		
Laredo (North), TX	LRN		
Laredo, TX (DDP)	LRD		
Laredo, TX (POE)	LAR		
Laredo, TX (SO)	LLB		
Las Cruces, NM	LAS		
Livermore, CA (BPSH)	LIV		
Llano, TX	LLT		
Marfa, TX	MAR		
McAllen, TX	MCA		
Naco, AZ	NAC		
Nogales, AZ	NOG		
Nogales, AZ (BPS)	NGL		
Oklahoma City, OK	OKC		
Oroville, WA	ORO		
Otay Mesa, CA	OTM		
Plentywood, MT	PLB		
Port Isabel SPC, TX	PIC		
Port Isabel, TX	PSB		
Presidio, TX	PRE		
Raymond, MT	RAY		
Rio Grand City, TX	RGC		
Rocksprings, TX	RKS		
San Angelo, TX	SAT		
San Diego, CA (BPS)	SDC		
Sanderson, TX	SNN		
Sierra Blanca, TX	SBT		
Uvalde, TX	UVA		